Alcohol and Marijuana Control Office
550 W 7th Avenue, Suite 1600
Anchorage, AK 99501
marijuana.licensing@alaska.gov
https://www.commerce.alaska.gov/web/amco
Phone: 907.269.0350

Alaska Marijuana Control Board

Form MJ-01: Marijuana Establishment Operating Plan

Why is this form needed?

An operating plan is required for all marijuana establishment license applications. Applicants should review **Title 17.38** of **Alaska Statutes** and **Chapter 306** of the **Alaska Administrative Code.** This form will be used to document how an applicant intends to meet the requirements of those statutes and regulations. If your business has a formal operating plan, you may include a copy of that operating plan with your application, but all fields of this form must still be completed per 3 AAC 306.020(c).

What must be covered in an operating plan?

Applicants must identify how the proposed premises will comply with applicable statutes and regulations regarding the following:

- Control plan for persons under the age of 21
- Security
- Business records
- Inventory tracking of all marijuana and marijuana product on the premises
- Employee qualification and training
- Health and safety standards
- Transportation and delivery of marijuana and marijuana products
- Signage and advertising

Applicants must also complete the corresponding operating plan supplemental forms (**Form MJ-03, Form MJ-04, Form MJ-05,** or **Form MJ-06)** to meet the additional operating plan requirements for each license type.

Section 1 – Establishment & Contact Information

Enter information for the business seeking to be licensed, as identified on the license application.

Licensee:	Canna Get Happy, LLC	**MJ License #:**	37844		
License Type:	Retail Marijuana Store				
Doing Business As:	Canna Get Happy				
Premises Address:	11888 Kenai Spur Hwy #3				
City:	Kenai	**State:**	Alaska	**ZIP:**	99611

Mailing Address:	P.O. Box 874574				
City:	Wasilla	**State:**	Alaska	**ZIP:**	99687

Designated Licensee:	Sandra D Millhouse		
Main Phone:	907-373-8761	**Cell Phone:**	same
Email:	sandradhbic@yahoo.com		

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Section 2 – Control Plan for Persons Under the Age of 21

2.1. Describe how the marijuana establishment will prevent persons under the age of 21 from gaining access to any portion of the licensed premises and marijuana items:

After showing valid ID in the security vestibule, customers will be buzzed into the main retail area to view available selections. When ready for purchase, customers will approach the point of sale designated areas. Employees will fill the customers order and utilize an approved point of sale system. The selection of product will be placed in required packaging according to regulations and given to the customer. The facility has 2 doors for ingress and egress and they will remain locked at all times after business hours. No handling of marijuana will occur except by the licensee, their employees or agents and not by visitors or customers. All marijuana will be kept in restricted areas where no customers will have access to it. Video surveillance will record all entries, exits, the point of sale, and storage rooms within the facility (except the restrooms).Tours and leisure visits will not be permitted within the licensed premises area or any portion of the licensed facility including restricted areas. Any customer that needs access to any restricted areas in the licensed premises must be 21 or older and show a vaild form of identification. Visitors and customers will be continuously monitored and anyone without valid photo id will be refused entry. Customers must have a valid purpose to be escorted into restricted areas. All employees will be trained to recognize fake or altered id, and will be given training to recognize id from other states and countries. Customers permitted access to restricted areas, will log in, be escorted, and will wear an approved identification badge at all times. Canna Get Happy will have 1 employee per 5 visitors in accordance with applicable laws and AMCO regulations.

Section 3 – Security

Restricted Access Areas (3 AAC 306.710):

3.1. Describe how you will prevent unescorted members of the public from entering restricted access areas:

Visitors will be limited to potential customers or vendors supplying goods (3 AAC 306.710(c).
Canna Get Happy will use a multi-layered plan to prevent unauthorized access to the licensed premises.
The first layer involves signage. Canna Get Happy will post "Restricted Access Area" warning signs and additional signs that warn that all visitors must be escorted at all entrances to the licensed premises. Canna Get Happy employees shall refuse to admit any person who does not provide a form of vaild photographic identification that proves they are 21 years of age or older. People under 21 shall be denied entry to the licensed premises. Any customer accessing any restricted area in the facility must be 21 or older and show a valid form of ID which includes only: (1) an unexpired, unaltered passport; (2) an unexpired, unaltered driver's license; instruction permit, or identification card of any state or territory of the United States, the District of Columbia, or a providence of Canada; and (3) an identification card issued by a federal or state agency authorized to issue a driver's license or identification card.
Employees will receive training on detecting fake identification and the signs that an otherwise valid identification card has been altered. The visitor's log will be filled out for visitors. Information on the visitor's log includes: visitor's name; the date; time in/out, purpose of visit; visitor's signature; the employee escort's name and badge number. A badge will be given to each visitor and must be worn at all times while in the facility. People who present fake, expired, stolen or tampered identification shall also be denied entry. **Cont. Pg 11**

3.2. Describe your recordkeeping and processes for admitting visitors into and escorting them through restricted access areas:

All restricted areas will have signs prominently marked "Restricted access area. Visitors must be escorted" (3 AAC 306.710(b)). Visitors are admitted into the premises in accordance with (3AAC 306.710(C)). All visitors are required to provide a valid form of photo identification as described in 3 AAC 306.350 verifying age and identity before entering the retail store or a restricted access area. Employees are trained to properly authenticate identification for and check accuracy. If any of the documentation even appears to be fraudulent, altered, or invalid, the individual will not be allowed entry and will be directed to leave the premises. All employees receive training on verification of valid identification and the signs of altered cards. Visitors to the premises will be supervised at all times by an authorized employee. No more than five (5) visitors will be allowed in a restricted area per each employee or licensee at a time as described in 3 AAC 306.710(b).The visitor logbook will record the visitor's name, time on entry and departure, and the purpose of the visit. Visitor's ID number and badge will be required to be worn at all times while upon premises. Badges will be returned at the end of visit and will be accounted for at the end of each visit by the responsible employee. The visitor log book is held in a secured cabinet, available for inspection at all times (last 6 months onsite and older records archived and available on request as can be accommodated within 3 days). The applicant requires all visitors to call ahead and establish a reason, and an appointment at the facility before they arrive. Upon arrival, an employee escort, in addition to requesting and verifying identification, will issue a visitor's badge and provide instruction on sanitation requirements (3 AAC 306.735) and prohibitions on touching cannabis products or equipment and remaining at all times with the employee escort. The employee escort is required to remain with the visitor and is responsible for documenting the time the visitor leaves and retrieving the visitor badge. The visitor policy should apply to all facility visitors including, but not limited to, contractors, wholesale vendors, customers, and delivery drivers. Cultivators, extractors, and delivery personnel delivering cannabis products will be required to provide a valid marijuana handlers card, an identification badge from their marijuana establishment, and licensing information after which time they will receive a visitor badge and be escorted by an authorized employee at all times. In accordance with 3 AAC 306.755(6) visitor name, handler card numbers where appropriate, date, time in and out, form photo identification, name of agency/organization, and name of the supervising employee shall be maintained as a permanent file. All restricted access areas will be clearly marked and remain locked and closed until a need for them to be open is determined.

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3.3. Provide samples of licensee-produced identification badges that will be displayed by each licensee, employee, or agent while on the premises, and of visitor identification badges that will be worn by all visitors while in restricted access areas:

While present on the premises, employees will be required to carry their state issued Handler's Card and company laminated photo identification badges as required under 3 AAC 306.710(c). Identification badges will be issued upon employment and collected upon dismissal. Employees shall at all times display their identification badge and marijuana handlers card. Every licensee and employee at the facility at any time (in accord with 3 AAC 306.425 and 3 AAC 306.700) must have a marijuana handlers card which must remain in their possession at all times.

Employee Badge

Front & Back

Visitors Badge

Security Alarm Systems and Lock Standards (3 AAC 306.715):

3.4. Exterior lighting is required to facilitate surveillance. Describe how the exterior lighting will meet this requirement:

Commercial type exterior high lumen output lighting will be provided at the facility exits, entrance and all sides of the building accessible by customers. All exterior lighting will remain on during nighttime operations of the facility. Lighting shall be inspected daily to ensure lights function. Bulbs and fixtures shall be replaced immediately upon discovery that they are not working. High definition exterior-grade surveillance cameras with infrared technology will also be installed outdoors on the front, rear and sides of the building. Cameras will be placed in a manner sufficient to protect them against vandalism. The field of view will cover the approach up to the exterior door and 360 degrees around the facility. Security cameras will record 24 hours per day, 7 days per week, 365 days per year with copy kept for a minimum of 40 days as per regulations.

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3.5. An alarm system is required for all license types that must be activated on all exterior doors and windows when the licensed premises is closed for business. Describe the security alarm system for the proposed premises, explain how it will meet all regulatory requirements, and outline your policies and procedures regarding the actions to be taken by a licensee, employee, or agent when the alarm system alerts of an unauthorized breach:

We utilize a combination of policies and procedures developed by an outside security expert and a state-of-the-art security alarm system with 24-hour video surveillance equipment to protect the facility against diversion, theft, and access of the premises by individuals under the age of 21 years. The security system is monitored 24/7. The alarm system will include CCTV, motion detectors and window breakage detectors. We will have 24/7 online access to the security system via smart phone and internet applications. The security system will monitor all areas of point of entry and include but not limited to ingress and egress, windows, security areas, and restricted areas. Each supervisor will receive training on the procedure as part of the routine security processes for operating during the day and closing the facility after business hours. The alarm system will be monitored by a third-party security firm. In the event that an alarm is triggered, the third-party security firm will notify law enforcement. In accordance with 3 AAC 306. 720(e), the licensee or another senior employee will notify the Alcohol & Marijuana Control Office staff as soon as reasonably practicable, but not more than 24 hours after any unauthorized access to the facility or discovery of theft, diversion, of unexplained loss of marijuana, cannabis products, or money from the licensed facility.
We will have exterior lighting to facilitate the exterior surveillance. We'll have a security system on each exterior door, exterior windows and continuous video monitoring per 3 AAC 306.720. The entrance will be equipped with a buzz in mechanism for safety purposes for use during business hours. All doors are equipped with commercial grade door locks.
In case of an unauthorized breach to the facility during non-business hours, the third-party security company will immediately notify licensee and the employee manager via telephone and will also contact local law enforcement. Licensee and/or the employee manager will contact local law enforcement as well. Licensee and employee managers will meet local law enforcement at the facility to evaluate the cause of the alarm. After any break in or unexplained loss an Inventory will be immediately taken to determine actual loss.

3.6. Describe your policies and procedures for preventing diversion of marijuana or marijuana product, including by employees:

Upon submittal of employment application, a thorough background investigation will be completed for each prospective employee. In accord 3 AAC 306.715(c), we have a zero-tolerance policy for the diversion of marijuana and will not tolerate loitering. Upon employment, an employee handbook will be provided each prospective employee requiring certification of having read it. The handbook will have SOP (standard operational procedures) and rules of employment. In the rules, it will state that there are zero tolerance of any acts of diversion from employees/customers. **Cont Pg 11**

3.7. Describe your policies and procedures for preventing loitering:

Signs will be posted on each exterior wall stating a clear message that "No trespassing" and/or "No loitering" is permitted and that the area will be monitored 24/7 by surveillance cameras. Video surveillance of the exterior area will be available to employees inside the facility. If persons are suspected of loitering outside the facility, he or she will be given a verbal instruction to leave the premises of the facility. If those persons refuse to leave, law enforcement authorities will be contacted and safety measures will be taken to ensure the safety of visitors and employees. Canna Get Happy direct strategy to prevent loitering on the licensed premises includes, but is not limited to the following: **Cont Pg 11**

You must be able to certify the statement below. Read the following and then sign your initials in the box to the right: Initials

3.8. I certify that if any additional security devices are used, such as a motion detector, pressure switch, and duress, panic, or hold-up alarm, to enhance security of the licensed premises, I will have written policies and procedures describing their use.

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Video Surveillance (3 AAC 306.720):

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

3.9. The video surveillance and camera recording system for the licensed premises covers each restricted access area, and both the interior and exterior of each entrance to the facility.

3.10. Each video surveillance recording: is preserved for a minimum of 40 days, in a format that can be easily accessed for viewing (consistent with the Alcohol & Marijuana Control Office's approved format list); clearly and accurately displays the time and date; and is archived in a format that does not permit alteration of the recorded image.

3.11. The surveillance room or area is clearly defined on the Form MJ-02: Premises Diagram that is submitted with this application.

3.12. Surveillance recording equipment and video surveillance records are housed in a designated, locked, and secure area or in a lock box, cabinet, closet or other secure area where access is limited to the licensee(s), an authorized employee, and law enforcement personnel (including an agent of the Marijuana Control Board).

3.13. Describe how the video cameras will be placed to produce a clear view adequate to identify any individual inside the licensed premises, or within 20 feet of each entrance to the licensed premises:

Entrance and exit to and from the facility will be under continuous video monitoring by cameras within 20 feet of each entrance and exit to record a full view of the exterior of the premises. Those surveillance cameras will be installed to record activity on the exterior of the facility as well installed on both sides of all doors (interior and exterior), and installed throughout the restricted and non-restricted access areas such that individuals and activities can be clearly identified as described in 3 AAC 306.720(b).The interior and exterior will be placed in such manor to capture within 20 feet of exit and entrance in a way where faces are easily identified. Interior cameras will also be placed in a manor to capture and record all rooms and all portions of each room. Cameras with adequate coverage are installed such that no blind spots exist. Cameras will be placed exteriorly to provide a view within 20 feet of the approach to the entrance/exit. All cameras will be high definition with infrared and night vision capability for night viewing. All employee areas and point of sales areas will also be covered as well.

3.14. Describe the locked and secure area where video surveillance recording equipment and original copies of surveillance records will be housed and stored, and how you will ensure the area is accessible only to authorized personnel, law enforcement, or an agent of the Marijuana Control Board. If you will be using an offsite monitoring service and offsite storage of video surveillance records, your response must include how the offsite facility will meet these security requirements:

We will be using an offsite security alarm company. Our security panel will be housed in a restricted access panel. The lock to the panel has an industrial locking mechanism. Only licensee, employee managers, law enforcement, AMCO staff, and investigators will have access capabilities to the panel. The room is equipped with 24 hour monitoring security cameras. The room has motion detection capabilities. If the alarm is triggered at any time, the third-party security monitoring company will notify the designated licensee and contact law enforcement authorities if appropriate. The designated licensee will have access to the live video surveillance of the room via a secure smart phone application. Canna Get Happy shall preserve all video recordings for a period of 40 days. A backup of all surveillance records is housed at an offsite location. The marijuana control board, investigators, and law enforcement will all have permission to access any offsite security surveillance records.

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Section 4 – Business Records

Review the requirements under 3 AAC 306.755. All licensed marijuana establishments must maintain, in a format that is readily understood by a reasonably prudent business person, certain business records.

4.1. I certify that the following business records will be maintained and kept on the licensed premises: Initials

a. **all books and records necessary to fully account for each business transaction conducted under my license for the current year and three preceding calendar years** *(records for the last six months must be maintained on the licensed premises; older records may be archived on or off-premises)*; [SM]

b. **a current employee list setting out the full name and marijuana handler permit number of each licensee, employee, and agent who works at the marijuana establishment;** [SM]

c. **the business contact information for vendors that maintain video surveillance systems and security alarm systems for the licensed premises;** [SM]

d. **records related to advertising and marketing;** [SM]

e. **a current diagram of the licensed premises, including each restricted access area;** [SM]

f. **a log recording the name, and date and time of entry of each visitor permitted into a restricted access area;** [SM]

g. **all records normally retained for tax purposes;** [SM]

h. **accurate and comprehensive inventory tracking records that account for all marijuana inventory activity from seed or immature plant stage until the retail marijuana or retail marijuana product is sold to a consumer, to another marijuana establishment, or destroyed;** [SM]

i. **transportation records for marijuana and marijuana product, as required by 3 AAC 306.750(f); and** [SM]

j. **registration and inspection reports of scales registered under the Weights and Measures Act, as required by 3 AAC 306.745.** [SM]

4.2. A marijuana establishment is required to exercise due diligence in preserving and maintaining all required records. Describe how you will prevent records and data, including electronically maintained records, from being lost or destroyed:

Canna Get Happy's policy for record retention will be to have all records locked in a file cabinet or safe in offices at the facility. All records will be available upon request for AMCO or any other state or federal agency (3 AAC 306.755). An example of records that will be kept on file will be a past and current employee list and handler information, contact information for our vendors and video surveillance alarm system, records on advertising and marketing, visitor logs, tax records, diagram of premises and transportation records. All digital records will be backed up at the end of each business day. All electronic records will be backed up and maintained on an offsite server or cloud-based system.

Canna Get Happy shall maintain business records in a format that is readily understood by a reasonably prudent business person. Our document due diligence includes an employee manager serving as the Records and Security Administrator with responsibility for supervising and coordinating retention of records in compliance with our retention policy. The administrator shall modify the business records retention policy as necessary to comply with statute, local ordinances, and ensure that all records defined in 3 AAC 306.755 are properly maintained. Per regulations security camera video will be maintained for a minimum of 40 days of recording. Upon request, Canna Get Happy will provide any record required to be kept on the license premises to an employee of the board or any state or federal agencies. Any records older than 6 months and that are not stored on the premises will be provided within 3 days of the request. Electronic records will be maintained and may also be kept on an external hard drive and maintained within a locked cabinet and or safe on the licensed premises. Access to electronic files is limited by password protection to the designated licensees, and authorized employee managers. All records will remain subject to the investigatory requests and shall remain available to the Marijuana Control Board, enforcement officers and peace officers as required in 3 AAC 306.800.

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Section 5 – Inventory Tracking of All Marijuana and Marijuana Product

Review the requirements under 3 AAC 306.730. All licensed marijuana establishments must use a marijuana inventory tracking system capable of sharing information with Metrc to ensure all marijuana cultivated and sold in the state, and each marijuana product processed and sold in the state, is identified and tracked from the time the marijuana is propagated from seed or cutting, through transfer to another licensed marijuana establishment, or use in manufacturing a marijuana product, to a completed sale of marijuana or marijuana product, or disposal of the harvest batch of marijuana or production lot of marijuana product.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

5.1. My marijuana establishment will be using Metrc, and if any other tracking software is used, it will be capable of *sharing information with Metrc.*

5.2. All marijuana delivered to a marijuana establishment will be weighed on a scale registered in compliance with 3 AAC 306.745.

5.3. My marijuana establishment will use registered scales in compliance with AS 45.75.080 (Weights and Measures Act), as required by 3 AAC 306.745.

Section 6 – Employee Qualification and Training

Review the requirements under 3 AAC 306.700. All licensees, and every employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or a marijuana product, or who checks the identification of a consumer or visitor, must obtain a marijuana handler permit from the board before being licensed or beginning employment at a marijuana establishment.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

6.1. All licensees, and each employee or agent of the marijuana establishment who sells, cultivates, manufactures, tests, or transports marijuana or marijuana product, or who checks the identification of a consumer or visitor, shall obtain a marijuana handler permit from the board before being licensed or beginning employment at the marijuana establishment.

6.2. Each licensee, employee, or agent who is required to have a marijuana handler permit shall keep that person's marijuana handler permit card in that person's immediate possession (or a valid copy on file on the licensed premises) when on the licensed premises.

6.3. Each licensee, employee, or agent who is required to have a marijuana handler permit shall ensure that that person's marijuana handler permit card is valid and has not expired.

6.4. Describe any in-house training that will be provided to employees and agents (apart from a marijuana handler course):

All Canna Get Happy employees will be familiarized with Canna Get Happy policies and procedures and 3 AAC 306 Regulations for the Marijuana Control Board. Other instruction includes the marijuana handler's course and resource testing, licensee, employees and agents will be kept current to any change in state statutes and regulations from AMCO, law enforcement (state, local, or federal) as well as to any industry changes. Employees upon the start of employment shall be provided the Employee Handbook including Emergency Evacuation Plan, instruction in their specific area of operation (covering good hygienic practices, cleaning and maintenance procedures for equipment and the premises, chemical storage, sanitation, security procedures, and where appropriate Metric, point of sale software etc.), instruction in Workplace Security, cash register operations, proper handling storage and packaging of marijuana and marijuana products, customer service, how to recognize valid identification, escort procedures, how to recognize an impaired person, how to deescalate conflict, personal safety measures in the event of a robbery, how to watch for and prevent diversion activities, and opening and closing procedures.. This instruction will also be reinforced at monthly meetings between managers and employees. We expect to provide postings on employee bulletin boards of all amendments to and issuance of new statutes and regulations. Additional training will also be made available to all employees through applicable media, legal articles, periodicals of trade, and updated handlers recertification test as they become due for recertification as well as any other information that may become available and applicable. The internet will also be utilized for ongoing future employee training. After employees have been trained, additional training will take place if it is called for. After additional training, if employee violates company policies again, they will be terminated immediately.

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Section 7 – Health and Safety Standards

Review the requirements under 3 AAC 306.735.

You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

7.1. I understand that a marijuana establishment is subject to inspection by the local fire department, building inspector, or code enforcement officer to confirm that health or safety concerns are not present.

7.2. I have policies regarding health and safety standards (including: ensuring a person with an illness or infection does not come into contact with marijuana or marijuana product; good hygienic practices; cleaning and maintenance of equipment and the premises; pest deterrence; chemical storage; sanitation principles; and proper handling of marijuana and marijuana product) and will take all reasonable measures and precautions to ensure that they are met or exceeded.

7.3. I have policies to ensure that any marijuana or marijuana product that has been stored beyond its usable life, or was stored improperly, is not salvaged and returned to the marketplace.

7.4. I have policies to ensure that in the event information about the age or storage conditions of marijuana or marijuana product is unreliable, the marijuana or marijuana product will be handled in accordance with 3 AAC 306.735(d).

Answer "Yes" or "No" to each of the following questions:

	Yes	No
7.5. Adequate and readily accessible toilet facilities that are maintained and in good repair and sanitary condition are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐
7.6. Convenient handwashing facilities with running water at a suitable temperature are clearly indicated on my Form MJ-02: Premises Diagram.	☑	☐

7.7. If you answered "No" to either 7.5 or 7.6 above, describe how toilet and/or handwashing facilities are made accessible, as required by 3 AAC 306.735(b)(2):

Section 8 – Transportation and Delivery of Marijuana and Marijuana Products

Review the requirements under 3 AAC 306.750.

8.1. Describe how marijuana or marijuana product will be prepared, packaged, and secured for shipment. Include a description of the type of locked, safe, and secure storage compartments to be used in vehicles transporting marijuana or marijuana product:

Canna Get Happy will not sell, give, distribute, deliver, or offer to sell, give, distribute, or deliver, marijuana or a marijuana product until all laboratory testing required under 3 AAC 306.645 has been completed. Canna Get Happy procedures for shipping, receiving and transporting marijuana and marijuana product are as follows:

Canna Get Happy shall keep records of all marijuana and marijuana products shipped from or received at the licensed premises as required by 3 AAC 306.755.

Canna Get Happy shall only use a person who possesses a valid marijuana handler permit to transport marijuana or marijuana product. Employee managers will ensure that any employee directly handling marijuana has met sanitary guidelines for handling marijuana including the use of gloves, smocks, shoes, hair and beard nets and other sanitary equipment in accord with 3 MC 306.735. Part of employee training will include instruction of authorized personnel in the use and quality check the scales and how to use the inventory tracking system to track and create the necessary labels and bar codes for packaging, transportation and sale. **Cont Pg 12**

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You must be able to certify each statement below. Read the following and then sign your initials in the corresponding box: Initials

8.2. The marijuana establishment from which a shipment of marijuana or marijuana product originates will ensure that any individual transporting marijuana shall have a marijuana handler permit required under 3 AAC 306.700.

8.3. The marijuana establishment that originates the transport of any marijuana or marijuana product will use the marijuana inventory tracking system to record the type, amount, and weight of marijuana or marijuana product being transported, the name of the transporter, the time of departure and expected delivery, and the make, model, and license plate number of the transporting vehicle.

8.4. The marijuana establishment that originates the transport of any marijuana or marijuana product will ensure that a complete printed transport manifest on a form prescribed by the board must be kept with the marijuana or marijuana product at all times during transport.

8.5. During transport, any marijuana or marijuana product will be in a sealed package or container in a locked, safe, and secure storage compartment in the vehicle transporting the marijuana or marijuana product, and the sealed package will not be opened during transport.

8.6. Any vehicle transporting marijuana or marijuana product will travel directly from the shipping marijuana establishment to the receiving marijuana establishment, and will not make any unnecessary stops in between except to deliver or pick up marijuana or marijuana product at any other licensed marijuana establishment.

8.7. When the marijuana establishment receives marijuana or marijuana product from another licensed marijuana establishment, the recipient of the shipment will use the marijuana inventory tracking system to report the type, amount, and weight of marijuana or marijuana product received.

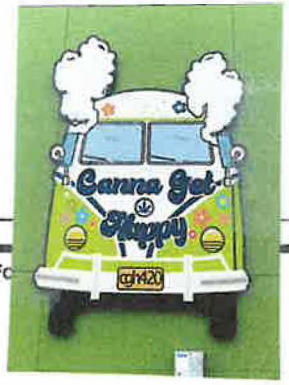
8.8. The marijuana establishment will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

Section 9 – Signage and Advertising

Review the requirements under 3 AAC 306.770.

9.1. Describe any signs that you intend to post on your establishment, including quantity, dimensions, graphics, and location on your establishment (photos or drawings may be attached):

There will be a pink lit up sign with lettering that says, Canna Get Happy above the front entry 12'x2', a yellow lit up sign on the post 8'x18", and a bus on the door 36"x24". Both examples are shown here.



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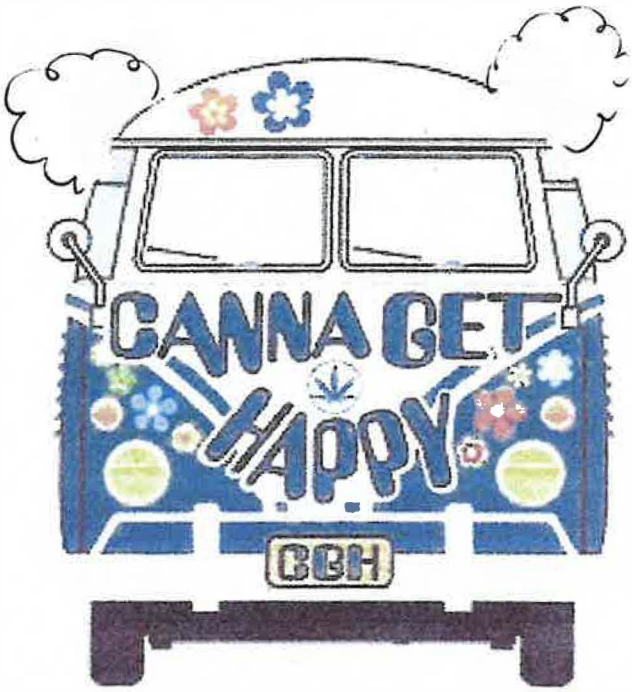
9.2. Describe any advertising you intend to distribute for your establishment. Include medium types and business logos (photos or drawings may be attached):

Canna Get Happy will advertise in magazines directly related to the marijuana trade.
Canna Get Happy will have a line of clothing with such as Coats, Hoodies, T-shirts, Hats, & Socks.
Canna Get Happy will have a website, lighters, and stickers for advertising.
The logo will not be geared towards or be enticing to children.
The advertising will reflect the name of the business, address, phone number, email, website, social media, and company logo.

Photo of Logo:



I hereby certify that I am the person herein named and subscribing to this application and that I have read the complete application, and I know the full content thereof. I declare that all of the information contained herein, and evidence or other documents submitted are true and correct. I understand that any falsification or misrepresentation of any item or response in this application, or any attachment, or documents to support this application, is sufficient grounds for denying or revoking a license/permit. I further understand that it is a Class A misdemeanor under Alaska Statute 11.56.210 to falsify an application and commit the crime of unsworn falsification.

Sandra D Millhouse
Printed name of licensee

Signature of licensee

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Section: 3.1 The second layer involves active security measures such as employing commercial grade door and window locks. To prevent unauthorized access the entrances to the licensed premises shall remain locked. All doors and windows will have commercial grade locks that are tamper resistant.
The third layer of our security plan involves lighting. Canna Get Happy shall install exterior lighting that facilitates surveillance and video monitoring. Lighting shall be inspected daily to ensure that all lights function. Bulbs and fixtures shall be replaced immediately upon discovery that they are not working.
The fourth layer of security is continuous video monitoring and recording of the licensed premises. Cameras shall be installed at every entrance, restricted areas, and at the point of sale area. Each camera shall provide a clear and unobstructed view. Surveillance recording equipment shall be housed in a secure area or an offsite monitoring location with security requirements identical to Canna Get Happy. Only authorized Canna Get Happy employees, law enforcement officers, and an agent of the Alaska Marijuana Control Board may have access to video recordings.
Canna Get Happy shall preserve all video recordings for a period of 40 days. After 40 days, Canna Get Happy will purge the recording unless Canna Get Happy learns a recording has evidentuary value in an administrative, civil, or criminal investigation. In this case Canna Get Happy shall take steps to preserve the recording.
The final layer of Canna Get Happy's security plan is a security alarm system. Canna Get Happy shall install a security alarm on all exterior doors and windows at the licensed premises. Canna Get Happy shall have policies and procedures in place that address its security plan and shall train all employees on its security plan, to include how to inform law enforcement if a breach of security should occur. In this case Canna Get Happy will cooperate with the law enforcement investigation. Canna Get Happy will also notify the Alaska Marijuana Control Board as soon as reasonably practical, but no more than 24 hours after a security breach occurs.
Visitors will at all times be accompanied by staff while in the restricted access areas in accordance with 3 AAC 306.710. The employee who is escorting the visitor is also responsible for documenting when the visitor leaves and retrieving the issued badge. All visitors logs will be kept in a locked filing cabinet and available for inspection. All visitors will be given individual visitor badges to be displayed on lanyards. Office, storage and surveillance areas are locked at all times. There is a security wall separating the sales area from back entrance, and the restricted area is behind the security wall on the lower floor.

Section: 3.6 Marijuana will be entered into the Metrc system and tracked throughout the normal processes of facility operation, including receipt of cannabis products, packaging as necessary, storage, and sale via point of sale systems. If there is found to be any acts of diversion of product from customers or employees, a full investigation will take place. If the standard inventory tracking systems and comprehensive Metrc utilization shows any potential diversion of marijuana, the Licensee and employee managers will immediately initiate such investigation. Investigation will include interviews, comprehensive review of video surveillance discs, and review of security system tracking records. Visitors are monitored by authorized employees at all times to prevent diversion of marijuana. Our 24/7 video surveillance system will be utilized in such investigation which will allow us to review any footage (from 40 days prior). Upon finding evidence of diversion by customer or employee, AMCO and local law enforcement will immediately be notified within 24 hours of the incident. If the investigation confirms a diversion or an attempted diversion of marijuana by an employee, that employee will face disciplinary action including termination of employment, as necessary criminal prosecution, if appropriate.
As a standard and regular process, in accord with our Employee Handbook, our video surveillance will randomly be reviewed, refuse will be randomly inspected by the employee managers, employees may be randomly searched upon departure of the facility, and areas where cash or marijuana will be designated with a higher level of restricted access of employees and visitors. All video surveillance of the diversion by either employee or customer will be kept and stored for future legal purposes.
If any visitor, employee, or licensee is discovered to have been involved in diversion of marijuana, the individual, considering the safety of employees and visitors will be requested to remain at the facility until law enforcement arrives. All such incidents shall be immediately reported to the Marijuana Control Board. All employees, and licensees are advised by the Employee Handbook of the potential consequences of marijuana diversion including termination of employment, potential loss of marijuana handler's permit, permanent loss of visitation privileges, loss of ownership in the business (for licensees), and criminal prosecution to the maximum extent allowed by law. Employees will continue training in prevention of theft throughout their employment.

Section: 3.7 Installation of video surveillance cameras around the exterior of the licensed premises to discourage vandalism, theft and robbery

Proactive efforts to keep the building and surrounding area clean and graffiti free. Remove snow, litter and other debris on a frequent basis.

Do not allow overnight parking in the parking lot

Eliminate areas on the property where a person may sit for extended periods of time

Remove or prevent installation of benches and/or covered areas

Use environmental design concepts such as planting hostile or thorny bushes in low plant beds to deny access to open areas

Report persons who are observed loitering on the licensed premises to law enforcement

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Section: 8.1 All marijuana or marijuana product leaving the licensed premises will be placed into a durable, tamper-evident packaging for transport.

The shipment will be accompanied by the appropriate manifest, and will be verified by a Canna Get Happy employee, licensee or designated agent before the shipment leaves the premises.

Canna Get Happy shall use the marijuana inventory tracking system to record the type, amount and weight of the marijuana or marijuana product being transported, the name of the transporter, the estimated time of departure, destination and expected time of arrival. The make, model and licensed plate number of the vehicle being used to transport the shipment shall also be recorded.

The marijuana or marijuana product shipment will be sealed in a tamper-evident package or container for transport.

The sealed package or container will be placed in a locked, safe and secure storage compartment or container in the transporting vehicle. The sealed package may not be opened during transport.

A transportation manifest will accompany the shipment.

The vehicle transporting the marijuana or marijuana product must travel directly from the shipping premises to the receiving premises, and may not make unnecessary stops in between, except to deliver or pick up marijuana or marijuana product at another licensed marijuana establishment.

When a licensed entity receives marijuana or marijuana product transported in compliance with this section the recipient of the shipment shall use the marijuana inventory tracking system to report the type, amount, and weight. A copy of all transportation manifests will be stored on the facility premises in the secured safe room for a minimum of 6 months and on or off site for a period of a minimum of 3 additional years (readily available to AMCO staff and law enforcement). In addition to the recorded information mentioned above, we will also keep track of the transporter's name, the time of departure, and expected delivery, the make, the model, and license plate number of the transporting vehicle. A complete printed transport manifest will be kept with the marijuana and marijuana product at all times. After receiving shipment of marijuana or marijuana product, inventory tracking systems will be utilized to report the type, brand, amount, and weight (measured by certified scales, 3 AAC 306.745) of marijuana or marijuana products received. We will refuse to accept any shipment of marijuana or marijuana product that is not accompanied by the transport manifest.

The recipient shall refuse to accept any shipment of marijuana or marijuana products that is not accompanied by the transportation manifest

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